



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

PERSONNEL OFFICER (TRAINING)

DATE: September 30, 2004

SALARY: \$42,928 - \$59,176

NATURE OF WORK: This is professional work in the preparation, development and implementation of in-service training programs and other special projects for the City.

WORKSITE LOCATION: Personnel Department
1300 Sawgrass Corporate Parkway, Suite 100, Sunrise

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, Education, or a related field.

EXPERIENCE: -- Two (2) years professional level experience in the preparation and instruction of training programs.
-- Computer literacy is desired.

CLOSING DATE: Open until filled.

HOW TO APPLY: Please submit a completed City of Sunrise Employment Application (or two (2) copies of resume), proof of education and salary history to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V